

APPOINTMENT POLICY

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INSURANCE POLICY

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Please be advised that you must give a minimum of 24 hours to cancel or change a scheduled appointment. If you do not give the office at least 24 hours, the appointment will be considered “broken”. After two broken appointments the patient will be on a “walk in” basis until further notice. If a patient breaks three appointments, all records will be mailed to the patient and/or parent to find another dental office that can better accommodate their schedule.

If you become a “walk in” patient, you will no longer be able to schedule an appointment and will have to take the chance that you will be seen when you come in. Also, please understand that every patient with an appointment will be seen before you. We only accept a limited amount of “walk ins” each day with an average wait time of 5 minutes to 3 hours.

INSURANCE POLICY: ASSIGNMENT OF BENEFITS

Please understand that all insurances have frequency limits. For example, a prophylaxis (polishing) is covered once every 180 days with most companies. If you schedule a procedure before the insurance will pay for it, the cost will be your responsibility. A set of full mouth x-rays are typically covered once every 36 months. It is your responsibility to bring them with you, if you have them taken somewhere else in the last 36 months.

YOU ARE THE INSURANCE HOLDER AND ARE RESPONSIBLE FOR ALL CHARGES THAT YOUR INSURANCE CARRIER DOES NOT PAY FOR.

I understand about the appointment and insurance policies.

Name

Date